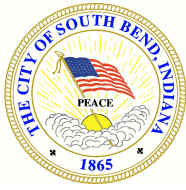


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5.5 Use of Internet Policy

Effective: May 1, 2010

Purpose: This policy defines the use of the Internet access system of the City of South Bend.

Scope: This statement applies to all employees of all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective May 1, 2010.

1.0 Policy Statement

Use of the Internet access system of the City of South Bend is intended solely for official City business.

Employee connectivity and access to the internet is a vital and important component of the job responsibilities of many positions within the City of South Bend. As such, employees, whose job responsibilities include internet access, will be provided internet access as necessary and within defined departmental or position guidelines.

Employees are not authorized to use the city internet access system for personal use. Employee use of the city internet access system for personal use may subject the employee to disciplinary measures, up to and including termination.

2.0 Privacy Matters

Internet use from a city computer is not private. Information Technology utilizes specialized software to routinely track inbound and outbound internet access as a part of our firewall security protocols. Any internet access from a city computer will be logged into the city tracking system.

3.0 Prohibited Uses of the Internet

Prohibited internet sites include, or use of the internet for, but are not limited to:

Websites that offer pornography, gambling, or violent imagery, or are otherwise determined to be inappropriate in the workplace,

Operation of an outside business, online auction, or other sales site; solicit money for personal purposes; or to otherwise act for personal financial gain or profit,

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Internet access to download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws,

Internet access to stream, run, or download, any non-City-licensed software program without the express consent of the IT department,

Internet access to stream, run, or download, music, video, games, or any form of multimedia, from the Internet that is non-work related,

Internet access to open or read, or to download any file from the Internet without first screening that file for viruses using the City's virus detection software,

If an employee believes that his/her job may requires performance of something that would otherwise be forbidden by this policy, contact Information Technology.

To ensure that employees comply with this policy, the City will use software to block access to many prohibited sites. However, some inappropriate websites may escape detection by the software: The fact that access to a particular site is allowed does not necessarily mean that the site is appropriate for workplace viewing.

4.0 *Personal Posts Using City Equipment*

Employees are not authorized to use the City's equipment to transmit personal opinions or for posting personal comments to blogs or contributing to an online forum. Delivery of such opinion or message from City equipment could be mistaken as an official view of the City of South Bend.